



# Parent Program Manual Ages 12-18



Boys & Girls Clubs  
of Wolf Creek

## Contact Information:

#4 5004 54<sup>th</sup> Street  
Ponoka, AB T4J 1R5

Phone: 403-783-3112  
Cell Phone: 403-963-2418 (texting)  
Fax: 403-783-3108

Email: [admin@ponokayouthcentre.com](mailto:admin@ponokayouthcentre.com)  
Website: [www.ponokayouthcentre.com](http://www.ponokayouthcentre.com)

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## **1. WELCOME**

Welcome to the Ponoka Youth Centre! Working together with you, we will offer your youth a fun, exciting and educational place to be, while providing you with the peace of mind of knowing that they are being cared for in a safe and nurturing environment under the supervision of qualified and enthusiastic staff members. Like you, we are interested in your youth's whole development.

To assist you in becoming familiar with the Ponoka Youth Centre and ensuring that we develop a positive and open relationship with our families, we would encourage you to read this Parent Program Manual. It is a quick resource to the important information you will need regarding our policies and procedures. Of course, we are always available to answer any other questions that you might have.

We look forward to getting to know you and your youth and thank you for the privilege of being involved with your family!

## **2. HISTORY**

The Ponoka Youth Center has been in existence since July 2001. It was initiated by a group of people who became aware of the need within this community to reach out to the youth population in providing positive programming and life-skill development opportunities.

Over the past several years, the Ponoka Youth Centre has grown from offering one program for youth ages 5-11 to offering approximately fifteen programs for youth ages 5-18. We have changed locations, expanded programs and offered services to many families in Ponoka and the surrounding area. A major milestone in our growth occurred in 2012, when we became a full member of Boys and Girls Clubs of Canada, with our official name becoming Boys and Girls Clubs of Wolf Creek. It has been an exciting time of growth and development, as we have attempted to discern and meet the needs of the families in our community.

Many things have changed, but one thing remains the same as we look to the future...our commitment to supporting children, youth and families in our community.

## **3. MISSION/VISION STATEMENTS**

The Ponoka Youth Centre uses the following statements to guide each decision we make.

### **Mission Statement**

Boys and Girls Clubs of Wolf Creek/Ponoka Youth Centre is a safe, supportive place where youth and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

### **Vision Statement**

Empowering Youth...

Powerful Relationships

Positive Programming

Productive Partnerships

...Endless Potential

## **4. PONOKA YOUTH CENTRE STAFF**

We are very proud of our staff members! They are dedicated professionals who care very much about the care and well-being of your youth. They strive each day to make our programs a fun, safe and happy place where your youth feel valued and affirmed.

Our staff members are chosen with special qualities in mind. They enjoy working with youth and possess warmth and empathy. They can communicate and cooperate well with youth, parents, fellow staff members, volunteers and the community, at large. Our staff members are committed, dependable and excellent role models who exercise good judgment.

As a tangible reminder of our commitment to your youth and our desire to make a difference among the youth and families in our community, each staff member signs a copy of the **We Care Contract**, a copy of which may be seen in **Appendix C**. This contract is posted throughout the building and is discussed on a regular basis to ensure that it remains at the forefront of decision-making and interactions.

Please take the time to get to know our staff members. They look forward to the opportunity to get to know you and value you as important members of our organization, as together we provide excellence in youth care in our community!

## **5. COMMUNICATION**

### **A. COMMUNICATION REGARDING YOUTH BEHAVIOUR**

As we work together in caring for your youth, it is important that good communication exists between the home and the Ponoka Youth Centre.

1. If your youth is experiencing a change in the home environment that may result in changes in behaviour, it is important for you to notify us.
2. We will keep you informed of any behavioural concerns that may occur with your youth at our programs. Every effort will be made to resolve any problem that may occur. If we cannot resolve the conflict, we will ask your advice and help in solving the problem.
3. If your youth is having difficulties with anyone or anything at the program, please let us know.

### **B. COMMUNICATION FROM STAFF MEMBERS**

Effective communication is very important to us. You can expect the following from us in our communications with you, as parents.

1. Staff will positively interact with you in a respectful and courteous manner.
2. Staff will seek your opinions and demonstrate interest in your perspectives.
3. Staff will encourage you to convey any concerns/complaints by submitting the Complaint Form.
4. Staff will convey to you any pertinent agency information, such as program changes, change of policy, change of address, etc.
5. Staff will share information regarding youth only as outlined in the Oath of Confidentiality.
6. Staff will recognize that families come in many forms and all have unique strengths and abilities.

## **6. INCLUSION**

### **A. OFFERING OF SERVICES**

1. The Ponoka Youth Centre offers services to all youth and families, regardless of gender, cultural background, socio-economic status, religious beliefs, sexual orientation and/or physical and mental disabilities.
2. We strive to make all youth feel welcome, wanted, safe and respected through facilitating positive relationships between youth, staff members, volunteers and the community, at large.

## **7. DIVERSITY**

### **A. VALUE OF DIVERSITY**

1. We believe that all children and families are unique and special.
2. We acknowledge, understand and celebrate this diversity through our programming by actively providing opportunities for youth, parents, staff members and community volunteers to share special talents, skills and cultural traditions.

## **8. PROGRAMMING INFORMATION**

### **A. PROGRAMS**

1. The Ponoka Youth Centre offers several programs for children and youth ages 5-18 years throughout the year.
2. Please see **Appendix A** at the back of this handbook for a detailed explanation of each program.

## **B. REGISTRATION**

We are here to assist you in completing the registration process and ensuring your smooth transition into our programs. Should you have any questions at all or require any assistance, please do not hesitate to ask one of our friendly staff members.

1. Registration Forms
  - a. We require a completed Registration Form prior to youth participating in any programs.
  - b. This form will be kept on the premises and will contain the following information:
    1. youth's name, date of birth and physical home address (i.e. street address, land location, or blue sign);
    2. parent's/guardian's name, physical home address (i.e. street address, land location, or blue sign) and telephone number;
    3. emergency contact's name, physical home address (i.e. street address, land location, or blue sign) and telephone number;
    4. relevant health care information, including allergies medication needs; and
    5. Release of Liability Form.
2. Membership Numbers
  - a. Each youth must complete and submit a Registration Form.
  - b. Each youth and their parent/guardian must read, indicate understanding and sign in agreeance to the Expectations of Behaviour outline required by the agency.
  - c. A membership number will be assigned to each youth once a completed Registration Form has been submitted and they and their parents/guardians have signed in agreeance to the Expectations of Behaviors.

## **C. INFORMATION CHANGES**

1. It is extremely important that you advise us of any changes in the following information. This will ensure that we are always able to reach you or another emergency contact, if the need arises. It also allows us to interact with your youth more effectively, if we are made aware of outside occurrences that might influence behavior.
  - a. Telephone numbers – home, cell, work
  - b. Emergency contacts and emergency contact numbers
  - c. Address
  - d. Land description
  - e. Place of employment
  - f. Guardianship changes
  - g. Current or anticipated changes in your youth's environment
  - h. Health or medication changes

## **D. PAYMENT**

1. All programs for youth ages 12-18 are free of charge.
2. Occasionally an off-site trip may be offered to youth which would have a specific fee for that trip.
3. Although the programs are offered free of charge to youth, we would welcome donations at any time to help defray the costs of programming.

## **E. ARRIVALS AND DEPARTURES**

1. We care very much about the youth in our care and your youth's safety and security is of the utmost importance to us.
2. We want to ensure that your youth arrives at and departs from our programs in the safest manner possible.
3. Please be aware of the start and end times to programs as the staff of the Ponoka Youth Centre are not liable for watching your youth outside of these times.

## **F. COMMUNICATION OF PROGRAMMING INFORMATION**

There is always a lot going on at the Ponoka Youth Centre and we want to make sure that you know all about it! Please regularly check the following for updated programming information.

1. Information Table
  - a. Please help yourself to updated information on this table located in the hallway.
  - b. Not only is there available information about the Ponoka Youth Centre, but also about other relevant events for your family that might be happening in our community.

2. Ponoka Youth Centre Newsletter
  - a. We distribute a monthly newsletter that is available on the Information Table, on our website or by email.
  - b. Please contact the office if you would like to receive our newsletter by email.
3. Programming Calendars
  - a. At the end of each month, the programming calendars are available to you for the upcoming month.
  - b. These calendars are available on the Information Table, as well as on our website.
4. Website and Social Media
  - a. Please visit our website at [www.ponokayouthcentre.com](http://www.ponokayouthcentre.com) for updated information on our programs.
  - b. Please friend our Facebook page for the most up-to-date information at [www.facebook.com/bigbrothers.ponoka](http://www.facebook.com/bigbrothers.ponoka).
5. School Newsletters and Video Monitors
  - a. Ponoka Youth Centre news is conveyed through the newsletters of the local schools each month.
  - b. Events are also promoted on the video monitors that scroll important information at various schools.
6. Local Media
  - a. Ponoka Youth Centre news and updates are often found in the local newspaper (Ponoka News) or heard on Sunny 94 radio.
7. Community Events
  - a. The Ponoka Youth Centre is represented at various community events including, but not limited to, Community Registration Nights, the Ponoka Stampede Parade, Farmer's Markets, Fall Kick-off events at local schools, etc.

#### **G. YOUTH INVOLVEMENT**

Your youth is a valuable resource! We value the involvement of youth in shaping our programming. As such, we have provided both formal and informal opportunities for youth to offer suggestions, complete annual surveys, share ideas, learn leadership skills and play an active role in our programs.

##### 1. Keystone Club

Consider whether your youth would be interested in becoming part of our Keystone Club Program!

- a. The Keystone Club is an important part of our teen programs, designed to encourage youth ages 12-18 to take a leadership role in their community and among their peers.
- b. This program is meant to facilitate social development and confidence in youth, as well as strengthen their abilities and gifts by focusing on five core elements: service to club and community, teamwork, healthy choices, leadership and learning.

## **9. YOUTH BEHAVIOR EXPECTATIONS**

<b>EXPECTATIONS OF BEHAVIOUR</b>	
<b>Behaviors</b>	<b>Consequences</b>
Individuals are not allowed to bring <b>TOBACCO OR MARIJUANA</b> into or on the property of the agency.	<ul style="list-style-type: none"> <li>• Individuals in possession of tobacco or marijuana will be required to give it to a staff member of the agency. They will be asked to leave the premises and a call will be placed to their parent/guardian explaining their dismissal.</li> <li>• The agency reserves the right to access RCMP involvement in situations involving tobacco and marijuana at their discretion, if deemed necessary.</li> <li>• A suspension or expulsion will be given to the individual based on the severity of the incident.</li> </ul>
Individuals are not allowed to bring <b>DRUGS OR ALCOHOL</b> into or on the property of the agency.	<ul style="list-style-type: none"> <li>• Individuals in possession of drugs or alcohol will be required to give the substance to a staff member of the agency. They will be asked to leave the premises and a call will be placed to their parent/guardian explaining their dismissal.</li> <li>• The RCMP will be notified of the incident and further action will be taken, as required by law.</li> </ul>

	<ul style="list-style-type: none"> <li>• A suspension or expulsion will be given to the individual based on the severity of the incident.</li> </ul>
Individuals are not allowed access to the agency if they are <b>UNDER THE INFLUENCE OF EITHER DRUGS OR ALCOHOL.</b>	<ul style="list-style-type: none"> <li>• Individuals under the influence of drugs and/or alcohol will be required to leave the agency immediately and a call will be placed to their parent/guardian explaining their dismissal.</li> <li>• If the individual is deemed to be at risk to him/herself or others or refuses to cooperate, parents/guardians, RCMP and/or medical personnel may be called to escort the individual from the agency.</li> <li>• A suspension or expulsion will be given to the individual based on the severity of the incident.</li> </ul>
Individuals will respect the staff, volunteers, fellow youth and property of the agency. <b>VERBAL, PHYSICAL AND/OR SEXUAL HARASSMENT/ABUSE</b> will not be tolerated.	<ul style="list-style-type: none"> <li>• Individuals who disrespect or abuse an individual or property of the agency will be asked to leave. Depending on the severity of the incident, the parent/guardian will be called.</li> <li>• The agency reserves the right to access RCMP involvement in situations involving abuse of any kind at their discretion, if deemed necessary.</li> <li>• A suspension or expulsion will be given to the individual based on the severity of the incident.</li> </ul>
Individuals are expected to refrain from <b>PUBLIC DISPLAYS OF AFFECTION</b> (i.e. kissing, lap-sitting, etc.) while attending the agency.	<ul style="list-style-type: none"> <li>• Individuals who engage in this type of activity will be asked to alter their behavior.</li> <li>• If individuals refuse to cooperate, they will be asked to leave the agency.</li> <li>• A suspension or expulsion will be given to the individual based on the severity of the incident.</li> </ul>

## 10. YOUTH GUIDANCE

### A. BEHAVIOR MANAGEMENT

1. It is our desire that youth become intrinsically-controlled, considerate of others and responsible members of their community.
2. Staff members will encourage appropriate and respectful behaviour among youth through preventative guidance.
3. Kindness and respect are encouraged in all interactions.

## 11. RIGHT OF REFUSAL

### A. CHRONICALLY DISRUPTIVE BEHAVIOR

1. The Ponoka Youth Centre is unable to provide programming for youth who display chronically disruptive behaviour. This is defined as verbal or physical activity which may include, but is not limited to:
  - a. behavior requiring constant one-on-one attention from staff members;
  - b. behavior inflicting physical, mental or emotional harm on self, other youth or staff; and
  - c. behavior showing blatant and persistent disregard for and disobedience of rules.

### B. UNSAFE BEHAVIOR

1. The safety of all youth in the program is our priority.
  - a. We will work cooperatively with you towards finding a solution for inappropriate behavior that may be jeopardizing the safety of your youth, other youth or causing constant disruption.
2. If a youth is not able to adjust to the program parameters, despite all reasonable efforts to assist the youth in this adjustment or is unable to conduct themselves according to the behaviour expectations, the youth may not be able to return to the program at the discretion of the Executive Director.

## 12. CONCERNS OR COMPLAINTS

If you have a concern or complaint regarding the program, please proceed through the following steps.

### A. PROCEDURE FOR CONCERNS OR COMPLAINTS

1. Contact the Program Coordinator immediately to discuss the situation and work towards a resolution that is mutually agreeable to all parties involved.
2. If you are not satisfied with how your concern was addressed, you may then contact the Program Director for further discussion.

3. If you feel that there is still no resolution, then the Executive Director and Board of Directors will become involved in the situation in providing mediation.
4. A Complaint Form is available from the office for you to access in documenting concerns and complaints.

### **13. HEALTH AND SAFETY**

Your youth's health and wellness are important parts of ensuring both their enjoyment at our programs and your peace of mind in knowing that they are being cared for in a safe manner. With that in mind, please be aware of the following policies.

#### **A. ADMINISTRATION OF MEDICATION**

1. If your youth requires any medication to be administered while they attend the program, please indicate this need to a staff member who will then ask you to complete the Administration of Medication Form.

#### **B. COMMUNICABLE DISEASES**

1. Youth should not attend the program if they are showing signs of any illness which could be contagious.
2. If we believe that your youth is exhibiting symptoms of a communicable disease, we will call and ask you to pick them up from the program immediately.
3. Your youth will be removed from the program area and kept away from other youth, in a safe and supervised location, until you arrive.

#### **C. EMERGENCY DRILLS, EVACUATION AND LOCKDOWN PROCEDURES**

1. Emergency evacuation and/or lockdown drills are held monthly to acquaint your youth with these procedures. This may make quite an impression on your youth the first time a drill is held, but your youth will soon become accustomed to it and know just what to do.
2. If the building is evacuated and re-admittance is not possible, the youth will be moved to the Ponoka Aquaplex.
3. If youth are evacuated from the program, you will be contacted through home numbers, cell numbers and emergency contacts as soon as it is safe to do so.

#### **D. EQUIPMENT AND FACILITY SAFETY AND CLEANLINESS**

1. Facilities and equipment are checked daily to ensure that both the indoor and outdoor programming areas are clean and safe for your youth and family.

#### **E. HYGIENE**

1. Staff members encourage good hygiene habits through positive role modeling and reminders.
2. Staff members wash their hands numerous times throughout the day and will encourage youth to also wash their hands with soap and water before and after meals and snacks, after using the toilet and before engaging in any programming activities.

#### **F. MEDICAL EMERGENCIES**

1. Staff members make every effort to ensure the safety of your youth. Unfortunately, situations do arise.
2. In case of an accidental injury or an emergency health situation, the Ponoka Youth Centre will make an immediate attempt to contact you for instructions.
  - a. If we are unable to reach you, efforts will be made to contact any emergency numbers you have provided.
3. If necessary, an ambulance will be called.
  - a. In the case of an ambulance being called, you are responsible for costs incurred due to ambulance transportation.
4. Until you or your emergency contact person arrives, the physician, the ambulance attendants and/or the Program Director will oversee the situation and make any decisions regarding the care of your youth.
  - a. A staff member will stay with your youth to provide comfort and support until you or your emergency contact person arrives.
5. We understand that you will want to be made aware of any injuries or illnesses that might occur while your youth is at the Ponoka Youth Centre.
  - a. To keep you informed, we will document the occurrence and provide you with an Incident Report.



- b. The Incident Report will be issued and signed by the Program Director, Executive Director and yourself, as the parent/guardian, and a copy will be placed in your youth's file.

#### **G. FIRST AID**

1. The Ponoka Youth Centre staff may provide medical attention for your youth only when your written consent is received through an Administration of Medication Form or it is emergency first aid.
2. All programming staff members are certified in first aid.
3. For minor scrapes, bumps and bruises, appropriate first aid will be administered.
4. Any occurrence requiring first aid attention will be documented through an Incident Report and you will be notified when you pick up your youth.
5. The Incident Report will be issued and signed by the Program Director, Executive Director and yourself, as the parent/guardian, and a copy will be placed in your youth's file.
6. Fully-stocked first aid kits are kept on site and are also taken on all off-site excursions.

#### **H. INCIDENT REPORTS**

1. If your youth is in an incident or accident at the Ponoka Youth Centre, an Incident Report is written to describe what happened.
2. Staff members will complete an Incident Report if any of the following occur during our programs:
  - a. a youth is injured during play;
  - b. a youth receives first aid treatment;
  - c. a youth injures another youth;
  - d. a youth behaves in a manner that warrants your knowledge and involvement, as a parent/guardian; or
  - e. a youth commits an illegal action.
3. If the incident is serious (i.e. your youth is putting another youth at harm), you may be contacted to come and pick up your youth immediately.
4. The Incident Report must be signed by the reporting staff member, Executive Director and parent/guardian of the reported youth after discussing its contents and a copy will be placed in your youth's file.
5. Your signature is required on all Incident Reports involving your youth. This confirms that you have read the Incident Report and understand the situation.
6. You are welcome to request a copy of the Incident Report for your records.

#### **I. OFFSITE TRIPS/TRANSPORTATION**

We may provide occasional opportunities for youth to participate in off-site excursions.

1. Communication of Information
  - a. The Ponoka Youth Centre will ensure that parents/guardians are well-informed of the excursion.
  - b. Parents/guardians must give written consent for their child's participation in off-site excursions including the transportation and supervision arrangements.
2. Transportation
  - a. The Ponoka Youth Centre is committed to providing safe and effective transportation to youth/staff members/volunteers through a reputable chartered bus company.
  - b. If the off-site excursion is within town limits, youth and staff members will reach their destination by foot.
  - c. There may be occasional times where a staff member or volunteer may be asked to drive a small group of youth to an event. The agency will ensure that staff are properly insured and qualified to drive youth.

#### **J. SUPERVISION OF YOUTH**

1. Adult/Youth Ratio
  - a. Staff members/volunteers are always responsible to visually supervise all youth present at programs, whether indoors or outdoors.
  - b. A minimum of two trained staff or volunteers must always be on-site during programming.
  - c. The agency always has a staff/youth ratio of a minimum of one staff or adult volunteer to a maximum of fifteen youth present.

- d. If ratio is maxed out with programming staff, then office staff may step in to meet ratio requirements.
- 2. Supervision
  - Staff members/volunteers will provide effective supervision by:
    - a. directing and closely monitoring youth when carrying out activities that may involve some risk;
    - b. positioning themselves to allow for the supervision of the entire group of youth;
    - c. avoiding the completion of activities that may draw their attention away from active supervision (i.e. exiting, reading, using the phone, administrative tasks, etc.); and
    - d. reviewing program policies on a regular basis.

## **14. MEDIA AND ELECTRONICS POLICY**

While the Ponoka Youth Centre realizes the role and potential value of media/electronics as effective instructional tools for youth, we are very selective and specific in allowing their limited usage in our programming. We believe that technology (computers, hand-held devices, movies, etc.) can be a positive tool, if purposeful in nature.

### **A. CONTENT OF TECHNOLOGY**

The content of the technology will be:

- 1. developmentally and age-appropriate;
- 2. unbiased;
- 3. culturally and gender sensitive;
- 4. not sexual in nature;
- 5. not explicit in language or nature; and
- 6. reviewed and approved by a staff supervisor.

### **B. USE OF AGENCY COMPUTERS**

- 1. The displaying, sending or sharing of information which may be reasonably deemed as obscene, illegal, discriminatory, defamatory, harassing, profane, or causing annoyance and inconvenience is not permitted.
- 2. Youth may be permitted to use social network sites that are age-appropriate and will be monitored.
- 3. There is no implied privacy in any message, image or data created, sent, retrieved, or received when using agency computers.
- 4. Computer privileges may be withheld from youth who violate the parameters of usage.

## **15. PARENTAL INVOLVEMENT OPPORTUNITIES**

The agency abides by an open-door policy. Parental involvement is welcome and valued in our programs.

### **A. VOLUNTEER OPPORTUNITIES**

Parent/guardian participation sends strong, positive messages to youth and parents/guardians are welcome and encouraged to volunteer in any of the following ways:

- 1. Drop In program
- 2. Off-site excursions
- 3. Board of Directors member
- 4. Committee member
- 5. Fundraising initiatives
- 6. Facility maintenance projects
- 7. Formal and informal suggestions, surveys and feedback

### **B. VOLUNTEER APPLICATION PROCESS**

To volunteer with programs involving youth, parents/guardians must meet the qualifications of an agency volunteer as outlined in the Agency Standards for Volunteer Involvement Policy.

# APPENDIX A

## Ponoka Youth Centre/Boys & Girls Club of Wolf Creek Program Descriptions

The following programs are offered at the Ponoka Youth Centre at various times throughout the year.

NAME OF PROGRAM	PROGRAM DESCRIPTION
<b>Ages 5-11 Programs</b>	
<b>After School Program</b> Daily 3:15p.m. - 5:30p.m.	The After School Program operates during the school year and includes life-skills instruction, leadership training, recreation, other planned activities and a nutritional snack.
<b>S.O.D. (School's Out Day) Program</b> Professional Development Days 8:30a.m. - 5:30p.m.	The S.O.D. Program provides the same kind of programming as the After School Program but operates during Professional Development Days and In Lieu Days for schools.
<b>Summer Program</b> Monday - Friday 8:30a.m. - 5:30p.m.	This is a full-day program that is provided during the summer months of July and August and offers the same type of programming as the After School Program.
<b>Torch Club</b> Tuesday 3:15p.m. - 4:15p.m.	The Torch Club is a junior leadership program that focuses on five core elements: service to club and community, teamwork, healthy choices, leadership and learning. Youth are encouraged to get involved and give back to their community while learning valuable leadership skills. The club meets once a week and is mentored by an adult staff member.
<b>Under 10/Over 10</b> Friday 4:00p.m. - 5:00p.m.	Under 10/Over 10 is designed to offer the older group of youth in the After School Program the option of participating in a variety of more age-related activities that will assist them in transitioning into the Grades 7-12 programs.
<b>Grades 7-12 Programs</b>	
<b>Drop In Centre</b> Thursday & Friday (September - June) Wednesday (July - August) 6:00p.m. - 10:00p.m.	The teen Drop In Centre offers youth a safe and supervised place to spend time with their friends. Youth may participate in special events that are planned each night or simply come to the facility and play a variety of games, watch movies, play pool, access the canteen, play foosball or visit, while interacting with adult volunteers who provide positive mentoring relationships.
<b>Fusion</b> Tuesday 3:30p.m. - 5:00p.m.	Fusion is a program that offers youth opportunities to experience life-skills, personal growth and self-empowerment. The program reaches out to youth who struggle in social settings, such as school, the Ponoka Youth Centre and/or the community, in general. Each month a new topic will be covered, such as self-esteem, communication skills, cooking, teambuilding, etc.
<b>Dinner with Drop In</b> Thursday 3:30p.m. - 5:30p.m.	Dinner with Drop In is a program that offers a family-style supper that will encourage youth to sit around tables with adult mentors and learn about healthy eating while discussing daily life issues in a positive manner. The youth are then welcome to remain for the Drop In Program.
<b>Keystone Club</b> Wednesday 3:30p.m. - 5:30p.m.	The Keystone Club is a leadership program that focuses on five core elements: service to club and community, teamwork, healthy choices, leadership and learning. Youth are encouraged to get involved and give back to their community while learning valuable leadership skills. The club meets once a week and is mentored by an adult staff member.
<b>All Shook Up</b> Tuesday & Thursday 8:00 - 8:30a.m.	All Shook Up is a breakfast smoothie program offered to high school students at both the Ponoka Secondary Campus and Ponoka Outreach School. This program provides youth with a nutritious start to the day,

9:30 – 10:30 a.m.	as well as an opportunity to connect and develop relationships with Ponoka Youth Centre staff.
<b>iLunch</b> Monday - Thursday Lunch Hour	iLunch is a recreational program offered during school lunch hours, that also allows Ponoka Youth Centre staff the opportunity to build relationships. This program is delivered both on and off-site as staff visit the schools and host events, while also hosting youth at the Drop In at the Ponoka Youth Centre, depending on the day.
<b>Raise the Grade</b> Tuesday, Wednesday & Thursday 3:30 - 5:30p.m.	Raising the Grade is an interactive after school program that allows youth in Grades 7-12 to explore their personal interests, receive homework support, connect with mentors and/or tutors, interact with peers, increase digital literacy and plan for post-secondary education.
<b>Kick Start</b> Monday 3:30p.m. - 5:30p.m.	Kick Start is a safe and supervised drop in program for junior high youth only. Youth may spend time with their peers, as well as familiarize themselves and become more comfortable with the teen drop in program at a time when older teens are not in attendance. A portion of each programming day has an educational component that is delivered by an adult mentor.
<b>Youth Justice Committee</b>	This program provides first time young offenders with an alternative to the formal court process by resolving legal conflicts through alternative measures, community service and meeting with victims and community members.
<b>On-Site Counselling Program</b>	The On-Site Counselling Program provides children, youth and families with access to the services of a licensed youth and family counsellor located on-site at the Ponoka Youth Centre. This service is provided at no cost to program participants.

## APPENDIX B

### Ponoka Youth Centre/Boys and Girls Clubs of Wolf Creek

#### Hours of Operation

Hours of operation at the Ponoka Youth Centre remain quite consistent throughout the year, although there are minor changes in times between the school year and the summer months. Please see our hours of operation as outlined below.

#### A. Office Hours

1. 9:30 a.m. - 5:30 p.m.
  - Monday to Friday
  - September - June
2. 8:30 a.m. - 5:30 p.m.
  - Monday to Friday
  - July – August

#### B. Drop In Centre Hours

1. 6:00 p.m. - 10:00 p.m.
  - Thursday and Friday evenings
  - September - June
2. 6:00 p.m. - 10:00 p.m.
  - Wednesday evenings
  - July - August

# **APPENDIX C**

## **WE CARE CONTRACT**

As staff members of Ponoka Youth Centre, we commit to showing love, acceptance, respect and care to every youth who enters our doors by:

- Believing that each youth is valuable.
- Being “intentional” about each and every part of our job whether it is administrative, cleaning or interacting with youth.
- Showing each individual youth that we believe they are important to us.
- Supporting youth with their hopes and dreams.
- Encouraging youth in making healthy decisions.
- Making relationships with youth the first priority in our jobs.

**We commit to the kids of Ponoka!**

**Welcome  
to the  
Ponoka Youth Centre/  
Boys and Girls Clubs of Wolf Creek!**

**We look forward to getting to know you,  
as we work together  
in providing excellence in youth opportunities  
for your family!**